

MEETING MINUTES
Mid-Iowa Planning Alliance for Community Development
Interim Board of Directors

10 a.m. Tuesday, January 4, 2022
420 Watson Powell Jr. Way Suite 200
Des Moines, IA 50309

The interim Board of Directors (the "Board") of the Mid-Iowa Planning Alliance for Community Development ("MIPA") held a hybrid in-person/virtual meeting at 10 a.m. January 4, 2022. Board members were allowed to attend virtually via Zoom because it was determined to be impracticable to require in-person attendance due to the risks related to COVID-19. Notice of the meeting, including a meeting agenda, was delivered to the interim Board members in accordance with MIPA bylaws.

ATTENDANCE

MIPA Interim Board Members Present

Brenda Dryer, Chair
Don DeWaard
Mike Swesey
Deb Bengtson
Charlie Dissell, Secretary
Carrie Kruse, Treasurer
Clyde Evans, Vice Chair
Curtis Brown
Amanda Accola
Lorin Ditzler
Alex Lynch
Tanya Michener
Hollie Zajicek
Carla Eysink
Jeff Davidson
Derek Lord
Rachel Gocken
Wade Wagoner

MIPA Interim Board Members Absent

Deven Markley
Mike Hammond
Butch Ostrander
Kyle Michael
Brandon Talsma
Heather Ussery
Dylan Morse
Leanne Harter
Gerry Alt
John Norris
Joe Mrstik
Mark Jackson
Greg Pıklapp

Staff Present

Todd Ashby
Dylan Mullenix
Zach Young
Gunnar Olson

1. Call to Order

MIPA Chair Brenda Dryer called the meeting to order at 10:01 a.m. A quorum was present.

2. Approval of the Agenda

Staff asked to switch items 6 and 8. This item was passed by unanimous vote.

MOTION CARRIED.

3. Approval of Minutes

The item was moved Kruse, seconded by Michener, and passed by unanimous vote.

MOTION CARRIED.

4. EDD Designation Update & Signature Authority

Olson reported that MIPA had been officially designated as an Economic Development District by the U.S. Economic Development Administration. The notification letter was received January 26. Olson reported that, subsequently, the EDA invited MIPA to apply for the Partnership Program, which is the local match program for hiring staff capacity to support MIPA members with economic development activities.

Regarding the Partnership Program, staff recommended providing signature authority to MPO Executive Director Todd Ashby, giving staff the flexibility they need to get the Partnership Program application complete and submitted ahead of the Feb. 7 deadline.

The motion was moved by Brown, seconded by Gocken, and was approved by unanimous vote.

MOTION CARRIED

5. Membership Update & Local Match

Olson reported on the process of inviting members to join MIPA, noting that there was still two weeks before the February 15 deadline for jurisdictions to join. Olson reported that 33 jurisdictions had joined thus far, and that their membership dues accounted for \$99,701 of the \$87,500 required for the first 15 months of matching the Partnership Program. Eysink shared that Marion County would be discussion membership later this week; Lynch indicated that Dallas County would be covering dues for unincorporated Dallas County; and Zajicek reported that the Norwalk City Council had recently voted to join.

Olson reported that the Partnership Program required a commitment of funds as a local match as part of the application process. Accordingly, staff recommended approval of a resolution committing local funds for the first 12 months of the Partnership Program.

The motion was moved by Evans, seconded by Zajicek, and was passed by unanimous vote.

MOTION CARRIED.

6. Contract with Des Moines Area MPO

Mullenix outlined the primary components of the planned contract between MIPA and the Des Moines Area MPO, which has provided the staff support for the creation of MIPA and the application for the designation. He reported how the contract would cover the executive director function being held by the MPO executive director; the administrative functions of human resources, employee supervision, and accounting and auditing; and planning support from MPO staff to augment MIPA staff. He further outlined the costs of the contract, totaling approximately \$59,000, including indirect costs (\$37K), planning support (\$13K), audit (\$3K), and admin support (\$6K).

7. Staffing

Mullenix reported on the plans for hiring a MIPA staff person. He outlined the compensation package and hiring process. The board discussed having involvement of board members in the hiring process, resulting in a plan for the board members to have the opportunity to review the job description. Further, the Chair will appoint a committee consisting of one representative from each county to assist in the hiring process.

8. Budget

Mullenix reported on a draft budget and reviewed projected revenues and expenses. The draft budget includes annual revenues of \$175,000 and costs of \$171,549. Mullenix also facilitated discussion about outside contracts and how many to consider in the first year. Additionally, he facilitated a discussion about membership dues and how to handle any dues above those required to meet the local match requirement of the Partnership Program. Board members agreed with a staff recommendation that a modest reserve fund would be wise, and that any additional steps showing fiscal responsibility would be appreciated by member jurisdictions.

Staff will be refining the budget in February and coming back to the board in March for possible approval.

9. Grants

Olson reported on staff efforts of assisting grant applications and reported that there are at least four applications seeking funding from the American Rescue Plan Act funding.

10. Other Business

Olson reported that future agenda items would include more action on the budget, the process for invoicing and collecting dues from members; and the process for soliciting appointments to the Board of Directors and the Executive Committee.

Olson also reported that several MPO staff members including Andrew Collings were engaged in training on Community Development Block Grants, which would be of value to MIPA. He further reported that staff had already secured \$2.3 million in grant funding for local jurisdictions.

11. Adjournment

Dryer adjourned the meeting of the Board at 10:43 a.m.